



APPLICATION

WWRP:

*WASHINGTON WILDLIFE &
RECREATION PROGRAM*

*2004
All Categories*



JANUARY 2004

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INSTRUCTIONS

Introduction

This booklet contains the instructions and blank forms needed to complete an Interagency Committee for Outdoor Recreation (IAC) grant application for the Washington Wildlife and Recreation Program (WWRP).

Most of this information may also be submitted on-line using IAC's computerized PROject Information System (PRISM). A few application items cannot be submitted on-line. These include maps, plans, evaluation question responses, etc., which must be delivered to the address below.

Contacting IAC,

Application

Submission Address

Interagency Committee for Outdoor Recreation

Natural Resources Building

1111 Washington Street SE

PO Box 40917

Olympia, WA 98504-0917

Phone (360) 902-3000

FAX (360) 902-3026

TDD (360) 902-1996

E-mail info@iac.wa.gov

Internet Web Page ~ <http://www.iac.wa.gov/>

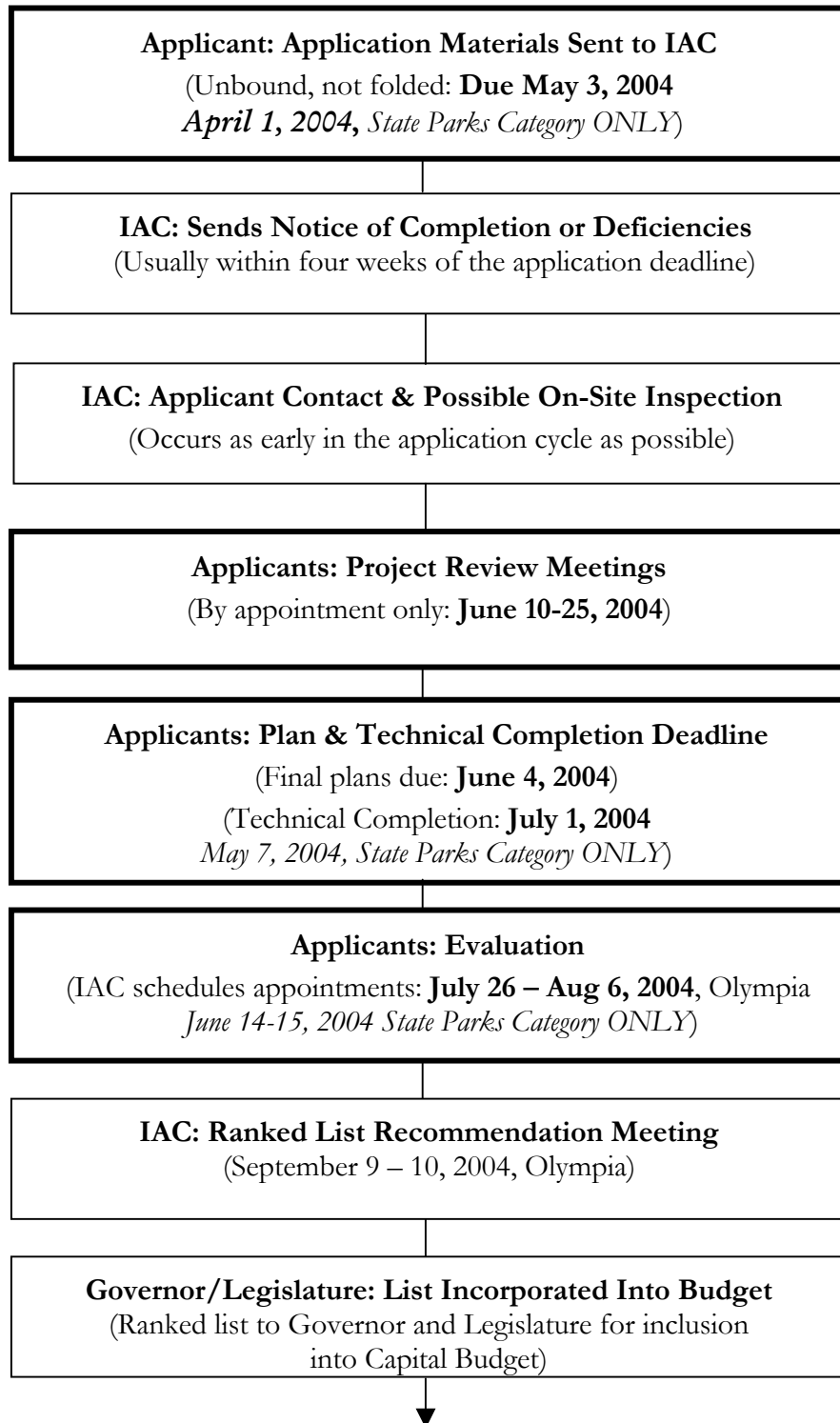
Applicability

Not all forms/elements in this booklet are applicable to every grant proposal. Complete only the information that applies to your project. The checklist, page 8, should help you determine which documents we require.

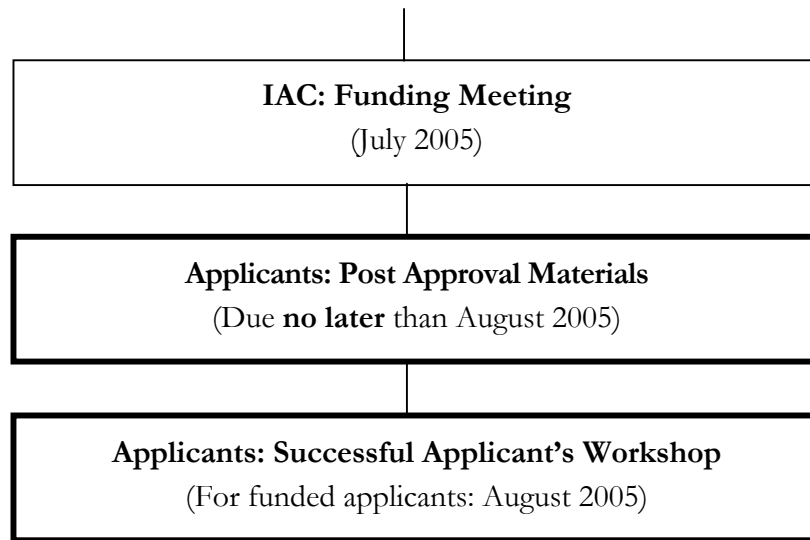
Related Information

Related information is contained in:

- *Planning Policies* (Manual 2)
- *Acquiring Land: Policies* (Manual 3)
- *Development Projects: Policies* (Manual 4)
- *Washington Wildlife and Recreation Program* (WWRP – Manual 10)
and the related evaluation instruments
 - Local Parks
 - State Parks
 - Trails
 - Water Access
 - Critical Habitat
 - Natural Areas
 - Urban Wildlife Habitat

WWRP: Application Process Flow Chart

(Chart continued on next page)



- Application Process**
1. ***Send Application Materials to IAC.*** Assemble the completed and *unbound* forms, maps, plans, and visuals and mail or hand carry flat/unfolded to IAC (address above). Do not send faxes. Retain at least one copy of all materials for your records. IAC will return **applications that are illegible or postmarked after the due date.**

If you apply on-line via PRISM, you must input and “submit” the required data by the deadline. Remaining materials (application authorization, maps, plans, visuals, etc.) must be postmarked by the application deadline.

2. ***Notice of Completion/Deficiencies.*** After receipt and review of the application, IAC will send you an application checklist, current program schedule, and a copy of your Project Summary and Cost Estimate. This generally occurs within a month of the application deadline.
3. ***Applicant Contact and Possible On-Site Inspection.*** As early in the funding cycle as possible, an IAC Project Manager will contact each applicant to review project application information. IAC Project Managers may visit project sites.
4. ***Project Review Meetings (PRM).*** IAC conducts PRMs in various locations around the state to allow applicants an opportunity to gain valuable information that can increase chances for funding. Applicants present the technical aspects of their projects, using graphics (35mm photographic slides or PowerPoint®) and spoken narrative, to other applicants and specialists who will make suggestions for improvements. Applicants may bring their PowerPoint® presentation on the day of the PRM or send via e-mail to IAC in advance (see “Graphics,” page 6, for deadline). Participation is highly recommended and by appointment only.
1. ***Final Plans, Technical Completion Deadline.*** Final comprehensive plans (which establish eligibility) are due on the Comprehensive Plan Deadline. By the technical completion deadline *all* application material must be complete, in final form, and received by IAC.

6. **Evaluation.** This grant program's evaluation process relies heavily on each applicant's presentation (using graphics and narrative) to an evaluation team. Team members base their evaluation on a set of predetermined questions, but use discretion in interpreting these criteria when scoring projects. To do well, it is important to prepare. Applicants are allowed only 20–30 minutes for presentations, so use this time wisely and structure your presentation around the grant program's criteria. The evaluation process results in a ranked list of projects that is used by staff to develop a funding recommendation for IAC's board.

All PowerPoint® presentations *must be submitted to IAC in advance*. Refer to the checklist on page 8 for the deadline.

7. **Funding Meeting.** IAC staff presents the projects to IAC's board at a public meeting. Following this presentation, staff recommends projects for funding and interested persons are given an opportunity to comment. After discussion, IAC's board makes its funding recommendation/decision.
8. **Legislative Process.** IAC's board submits its recommendations to the Governor. The Governor submits his list in the capital budget to the legislature for review and approval. After legislative approval, IAC makes its final funding decision.
9. **Certification of Sponsor Match.** Before final funding approval, IAC sends a letter to applicants who may be funded requesting verification that their matching share is committed and available.
10. **Post Approval.** After approval of funding, successful applicants must provide additional information. IAC will send a letter and checklist describing this supplemental material. The items needed are based on project type and will help ensure eligibility and adequate control and tenure. Your IAC project manager is available to assist if necessary.

Documents must be provided within **45 days** of IAC funding approval. We do, however, encourage applicants to provide this information as soon as possible so we can distribute signed Project Agreements at the Successful Applicant Workshop(s). Post approval materials required are described in Appendix B, page 57.

11. **Successful Applicant Workshops.** After the funding meeting, IAC conducts a Successful Applicant Workshop. A representative from each agency awarded a grant must attend. At this meeting IAC:
 - a. Describes procedures for funded projects.
 - b. Explains information included in the Project Agreement.
 - c. Discusses reimbursement procedures.
 - d. Distributes Project Agreements to applicants that have completed all post approval requirements.
 - e. Addresses other pertinent issues.

**Application
Materials**

Grant application materials must be submitted (postmarked) to IAC by May 3, 2004. The deadline for the State Parks category is **April 1, 2004.** Refer to the checklist on page 8 for further deadline information.

A *complete* grant application consists of:

1. ***The completed blank forms in this booklet.*** We ask your cooperation in completing these forms. While we understand the applicant's desire for simplicity, we also understand the public's need to know "where the money goes." You may also apply on-line via your local Internet connection with IAC's Project Information System (PRISM).
2. ***Maps.*** Applicants must submit separate maps detailing a project's regional and site location *or* one map that shows the required features for both. IAC uses these maps for evaluation and site visit purposes.
 - a. ***Regional location map*** – Shows the location of the project in a geographic region of the state. The regional map should identify the county, incorporated areas, highways, major water bodies, etc. so IAC staff can locate the precise worksite to within 5 to 10 miles. County, city, and national forest maps work well for describing regional locations.
 - b. ***Site location map*** – Shows the specific location of your project. This map must show the project in relation to local roadways, landmarks, etc. If possible, show the boundaries of your site on the map. The street maps found in many local phone books make good site location maps.
 - c. ***Service Area Map*** – These maps vary depending on the type of project submitted.
 - ▶ For projects serving **local** populations (such as a neighborhood park), the service area is often the area from which approximately 80 percent of the users will come. On your map, mark the service area boundary; identify your worksite, and all existing opportunities of the type in your application (e.g. neighborhood parks, sports fields, pools, campgrounds, trails, beaches, etc.).
 - ▶ For projects serving **regional and/or statewide** populations, the service area is much broader. Instead of showing this broad geographic region, show your worksite and existing opportunities within the general vicinity of your project. These facilities should be the same type as that in your application and which are most likely to be used by the same clientele.
3. ***Site Plans and Parcel Maps.***
 - a. ***Acquisition Projects.*** *Submit one copy* of the parcel map and conceptual site plan on 8½" x 11" paper.
 - b. ***Development Projects.*** *Submit one copy* of the site plan on 8½" x 11" paper.
4. ***Visuals (optional).*** *Submit* no more than two separate visuals that help describe your project: photos, drawings, charts, graphs, etc. These may be no larger than 8½" x 14" when folded. IAC staff uses visuals as an aid in better

understanding your proposal.

5. **Graphics.** Graphics are the images used in the project review and evaluation meetings to augment the verbal responses during the project presentation. Most graphics should be ready to show at the project review meeting. On evaluation day, applicants must submit the following images either on 35mm photographic slides or in a PowerPoint presentation *and* any related notes, speaking points, or scripts.
 - a. Location. Submit regional and site location maps (see “Maps,” above, for further information).
 - b. Service Area. Submit a graphic showing the project’s service area (see “Maps,” above, for further information).
 - c. Aerial and/or Ground Level Views. Clearly show the worksite or property proposed for acquisition, development, and/or renovation. If both aerial and site plan graphics are provided, it is important that both are oriented in the same direction.
 - d. Parcel Map—Acquisition Projects. Show the boundaries of the property to be acquired, identifying bordering land ownerships. This can be illustrated using an aerial photograph with the parcel boundaries sketched in.
 - e. Conceptual Site Plan—Acquisition Projects. Show the general scheme of planned or anticipated property development.
 - f. Site Plan—Development Projects. Show the entire area to be developed. Distinguish existing and future elements from those proposed in the current project.
 - g. Floor Plan—Development Projects. Show a schematic plan of any substantial structure (restroom-shower building, caretaker residence, bathhouse, administrative facility, etc.) proposed under this project.
 - h. Other Graphics—Optional. Other graphics may be necessary to show the scope of your project: schematic drawing(s), special design features, renderings, plans, natural features, etc.

Minimum graphics requirements:

- ▶ PowerPoint: Microsoft® PowerPoint, all versions; IAC will provide the computer and data viewer.
 - ▶ Slides: 35mm photographic slides; should be coordinated and loaded in two (left and right) 80-count slide carousels. IAC will provide the projectors.
6. **Evaluation Question Responses.** (HCA applicants, refer to Appendix B, page 49, for additional information.)
 - a. Team Scored Questions. IAC strongly recommends that each applicant write-out responses to each evaluation question found in the appropriate WWRP evaluation instrument. At your request, we will critique responses to these questions. To obtain this review, submit a written draft to your IAC project manager by the date shown on the application checklist, page 8. Applicants must submit a copy of their presentation narrative on evaluation day.

- b. IAC Staff Scored Evaluation Questions. In the evaluation criteria provided for each WWRP category, read the IAC Staff Scored questions and submit the *required* information with your application. These questions are scored by IAC staff using materials submitted with the application and/or from information received from other state resources.
- 7. ***Habitat Applicants Only.*** In addition to the materials described above, applicants submitting habitat projects must also provide the items listed below. For more information on these items, see Appendix B, page 49.
 - a. Expanded Project Description. On three pages or less, provide a detailed description of your project. Pages should be typewritten, using single spacing, on 8½ x 11 inch paper, and a 12-point font. At the top of each page, include the name of the applicant, project name, and IAC project number if known.
 - b. Species with Special Status. Document the occurrence of species and/or communities with special status by submitting a completed Species and Communities with Special Status Table (page 54). Before evaluation, staff will verify the information on the table. You will have the opportunity to discuss the significance of these species and/or communities in your evaluation presentation (refer to the evaluation criteria, see question #2).

**Matching and
Donated Resources**

Local agency project sponsors must match a portion of the grant award by contributing resources to the project. Matching resources may include bonds, grants, labor, equipment, materials, etc. All matching resources must be an integral and necessary part of the approved project.

IAC's policies regarding valuation of donations and corrections labor are in Appendix A, page 46.

Washington Wildlife and Recreation Program Application Checklist					
✓	Item	Page	Acq	Dev	Due
	Application Authorization Memo (Original signature required; form may be printed from PRISM)	Page 10	✓	✓	5/3
P R I S M	1-General Application Information	Page 11	✓	✓	5/3
	2-Sponsor / Organization Information	Page 11	✓	✓	5/3
	3-Project Contact	Page 12	✓	✓	5/3
	4-Description of Project	Page 12	✓	✓	5/3
	5-Funding Request	Page 13	✓	✓	5/3
	6-Property Acq. Cost Estimates	Page 14	✓	.	5/3
	7-Development Cost Estimates (7a-Parks, 7b-Trails, 7c-Water Access, 7d-HCA)	Page 15	.	✓	5/3
	8-Land Characteristics	Page 40	✓	✓	5/3
	9a-b-Application Questionnaire	Page 41	✓	✓	5/3
	10-Location Information	Page 43	✓	✓	5/3
	11-Permits Required	Page 44	✓	✓	5/3
	12-Authorizing Resolution (Local Agencies)	Page 45	✓	✓	7/1
	Maps (location and service area) <i>Applicant Creates</i>	Page 3	✓	✓	5/3
	Plans (site plans and parcel maps) <i>Applicant Creates</i>	Page 5	✓	✓	5/3
	Visuals <i>Applicant Creates</i>	Page 5	Optional		5/3
	Species and Communities With Special Status Table (HCA Applicants Only)	Page 54	✓	✓	7/1
	Expanded Project Description (HCA Applicants Only)	Page 7	✓	✓	7/1
	Graphics for Project Review Meeting: <i>Applicant Creates. [Note: if using PowerPoint, deliver to IAC 3 business days prior to review]</i>	Page 6	Graphics are required for review of your project at this meeting.		6/10-25 ← [See note]
E V A L U A T I O N	Evaluation Questions - IAC Staff Scored Responses	Page 7	✓	✓	5/3
	Evaluation Questions - Team Scored Responses (provide for staff review)	Page 6	Optional		6/28
	Graphics, presentation notes, and scripts to IAC for project evaluations. Applicant creates. <i>[Note: if using PowerPoint, deliver to IAC 3 business days prior to evaluation.]</i>	Page 6	✓	✓	7/26-8/6 ← [See note]

The deadline for the WWRP-State Parks category applications is **April 1, 2004**.
Please see the WWRP grant schedule posted on the web for other details.

Application Forms

Application Authorization Memorandum

TO: Interagency Committee for Outdoor Recreation (IAC)
PO Box 40917
Olympia, Washington 98504-0917

FROM: _____

(Name)

IAC is hereby requested to consider this application for financial assistance for the outdoor recreation or habitat conservation project(s) described below and to grant funding from such State and Federal sources as may be available. This application has been prepared with full knowledge of and in compliance with IAC's Manuals. Further, we agree to cooperate with the IAC by furnishing such additional information as may be necessary to execute an IAC Project Agreement and to adhere to all appropriate state and federal statutes governing grant monies under the Project Agreement. We are aware that the grant, if approved, will be paid on a reimbursement basis. We agree that all application materials, including photos, slides, site drawings, maps, etc., may be used by IAC for education, information, or other non-commercial purposes in IAC publications, presentations, or on IAC's web site.

Project Name(s): _____

(Attach list

if necessary)

Project Contact Person:

Name: _____

Title: _____

Telephone Number: _____

I/we certify that to the best of our knowledge, the information in this application is true and correct. In addition, I/we certify that the matching resources identified in the grant are committed to the above project. I/we acknowledge responsibility for supporting all non-cash commitments and donations should they not materialize.

Authorized Representative: _____

(Signature)

(Date)

(This form with original signature must be sent to IAC.)

1. General Application Information

Project Name

Program	<input type="checkbox"/> WWRP–Critical Habitat	<input type="checkbox"/> WWRP–Local Parks
	<input type="checkbox"/> WWRP–Natural Area	<input type="checkbox"/> WWRP–State Parks
	<input type="checkbox"/> WWRP–Urban Wildlife Habitat	<input type="checkbox"/> WWRP–Trails
		<input type="checkbox"/> WWRP–Water Access

Project Type	<input type="checkbox"/> Acquisition
	<input type="checkbox"/> Development
	<input type="checkbox"/> Combined (Acquisition and Development)

2. Applicant / Organization Information

Complete one for each sponsor.

Organization Name

Organization Type (check one)

<input type="checkbox"/> City/Town	<input type="checkbox"/> Native Am Tribe	<input type="checkbox"/> Parks Dept	<input type="checkbox"/> Higher Education
<input type="checkbox"/> County	<input type="checkbox"/> Open Space	<input type="checkbox"/> Port District	<input type="checkbox"/> K-12 Education
<input type="checkbox"/> Engineering / Public Works	<input type="checkbox"/> Park District	<input type="checkbox"/> Public Utility District	<input type="checkbox"/> State Agency

Organization Address

Address

City/Town

State, Zip

Telephone

FAX

Email Address

Website

3. Project Contact

Complete one for each contact.

Mr. <input type="checkbox"/>	Ms. <input type="checkbox"/>	First Name	Last Name
Title			
Contact Type (all projects require a "Project Manager" contact)			
<input type="checkbox"/> Project Manager	<input type="checkbox"/> Billing	<input type="checkbox"/> Land Specialist	
<input type="checkbox"/> Alternate Project Manager	<input type="checkbox"/> Consultant	<input type="checkbox"/> Planner	
<input type="checkbox"/> Agreement	<input type="checkbox"/> Engineer/Architect		
Contact Mailing Address			
Address			
City/Town			
State, Zip			
Work Phone			
FAX			
Other Phone			
Email Address			

4. Description of Project

This description becomes part of a one-page project summary made available to legislators, IAC staff and board, evaluators, and members of the public. *Please edit it carefully – ask someone to review it.* Be clear, concise and thorough. Simply state your project objectives and anticipated results/benefits. Additional information may include: partnerships, previous or anticipated phases, unique attributes, etc. IAC's database limits the space for this narrative to 1500 characters, including spaces. We will delete text that exceeds this limit.

5. Funding Request

Remember to update this section whenever changes are made to your cost estimates.

A. Total Project Cost \$ _____ (A)

Sponsor Match (the minimum match for local agency projects is 50 percent.)

Appropriation/Cash	\$ _____
Bonds - Council	\$ _____
Bonds - Voter	\$ _____
Cash Donations	\$ _____
Conservation Futures	\$ _____
Donated Equipment	\$ _____
Donated Labor	\$ _____
Donated Land	\$ _____
Donated Materials	\$ _____
Donated Property Interest	\$ _____
Federal Grant	\$ _____
Force Acct - Equipment	\$ _____
Force Acct - Labor	\$ _____
Force Acct - Materials	\$ _____
Grant - Other	\$ _____
Levy – Voter Approved	\$ _____
Local Improvement Dist (LID)	\$ _____
State Grant	\$ _____

B. Total for Sponsor \$ _____ (B)

C. IAC Funding Request (grant requested) \$ _____ (C)

Local Parks category only, \$300,000 maximum development.
Local Parks category only, \$500,000 maximum acquisition.

- **A = B + C. Total Project Cost is the grant request plus the sponsor match.**
- "A" *must* be the total of all cost estimates from the pages which follow.
- Many applicants find it is best to complete the cost estimate(s), beginning on the next page, *before* completing the funding request.

The "Total Project Cost" ("A") must equal the total from the Cost Estimates on the following pages.

6. Property Acquisition Cost Estimates

	Property	Property	Property	Total Properties
Property Name				Leave shaded areas blank
Date to be Acquired				
Acreage to be Purchased				
VALUE DETERMINATION TYPE (Check one for each property)				
Appraised/reviewed value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Estimate of value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of opinion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PURCHASE TYPE (Check one for each property)				
Fee ownership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Less than fee ownership (easements/rights/leases)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ACQUISITION COST ITEMS				
Applicable taxes				
Appraisal and review				
Baseline inventory				
Closing				
Demolition				
Easement – access				
Easement – conservation				
Easement – other				
Easement – trail				
Fencing				
Hazardous substances assessment				
Improvements & structures				
Land				
Lease				
Noxious weed control				
Other (specify:)				
Recording fees				
Relocation				
Rights – agriculture				
Rights – development				
Rights – mineral				
Rights – other				
Rights – timber				
Rights – water				
Signing				
Survey				
Title reports/insurance				
Wetland delineation				
Column Sub-Totals				
Administrative Costs (limit is 5% of sub-total)				
TOTAL ACQUISITION COSTS				

7a. WWRP – Local/State Parks Category				Development Cost Estimates	
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Athletic Fields					
Athletic fields - other	Each			Size/type	
Backstops	Each			Size	
Baseball - adult	Each			Outfield dim	
Baseball - youth	Each			Outfield dim	
Baseball infield	Each			Base path length	
Bases	Lump Sum			Describe	
Dugouts	Sq Ft			Describe	
Field drainage	Lump sum			Describe	
Football field - artificial turf	Each			Describe	
Football field – natural turf	Each			Describe	
Football goalpost	Pair			Type	
Irrigation – automatic for turf/playfield	Acres			Optional	
Irrigation – manual for turf/playfield	Acres			Optional	
Lighting – field	Lump sum			Describe	
Mound	Each			Describe	
Multipurpose - all weather surface	Sq Ft			Length/width	
Multipurpose - artificial turf	Sq Ft			Length/width	
Multipurpose - natural turf	Sq Ft			Length/width	
Safety netting	Sq Ft			Describe	
Scoreboard	Each			Describe	
Soccer field - all weather surface	Each			Length/width	
Soccer field - artificial turf	Each			Length/width	
Soccer field - natural turf	Each			Length/width	
Soccer goals	Pair			Type	
Softball - adult	Each			Outfield dim	
Softball - youth	Each			Outfield dim	
Softball infield	Each			Base path length	
Building & Structures					
Administrative building	Each			Sq Ft	
Building & structures - other	Lump sum			Describe	
Maintenance	Each			Sq Ft	
Office	Each			Sq Ft	
Registration booth	Sq Ft			Optional	
Residence	Each			Sq Ft	
Storage	Each			Sq Ft	
Warming hut	Each			Sq Ft	
Well house	Sq Ft			Optional	
Campground Facilities					
Campground facilities - other	Lump sum			Describe	
Campsites - electric	Each			Optional	
Campsites - electric/water	Each			Optional	
Campsites - electric/water/sewer	Each			Optional	
Campsites - sewer	Each			Optional	
Campsites - water	Each			Optional	
Campsites - without hookups	Each			Optional	
Dump station(s)	Each			Optional	

7a. WWRP – Local/State Parks Category				Development Cost Estimates	
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Group camp	Each			Capacity	
Equestrian					
Corrals	Each			Size	
Highlines	Each			Optional	
Hitching posts	Each			Length	
Horse facilities - other	Lump sum			Describe	
Loading/unloading ramps	Each			Width	
Water trough	Each			Optional	
Fencing & Gates					
Barrier rocks	Lump sum			Optional	
Bollards	Each			Material	
Concrete barrier	Linear Ft			Describe	
Fencing & gates - other	Lump sum			Describe	
Fencing - chain link	Linear Ft			Height/gauge	
Fencing - portable	Linear Ft			Optional	
Fencing - vinyl	Linear Ft			Height/gauge	
Fencing - wire	Linear Ft			Strands	
Fencing - wood	Linear Ft			Height	
Gates	Each			Describe	
Instream					
Bank stabilization	Feet			Optional	
Culvert upgrades	Each			Optional	
Instream - other	Lump sum			Optional	
Landscaping					
Community garden	Sq Ft			Describe	
Drainage system	Lump sum			Describe	
Grass - hydro seed	Acres			Optional	
Grass - seed	Acres			Optional	
Grass - sod	Acres			Optional	
Ground cover	Sq Ft			Describe	
Habitat enhancement	Lump sum			Describe	
Irrigation - automatic for shrubs/planters	Sq Ft			Optional	
Irrigation - automatic for turf	Acres			Optional	
Irrigation - manual for shrubs/planters	Sq Ft			Optional	
Irrigation - manual for turf	Acres			Optional	
Landscaping - other	Lump sum			Describe	
Planters	Each			Describe	
Raised beds	Sq Ft			Optional	
Soil amenities	Lump sum			Describe	
Top soil/mulch	Yds			Optional	
Transplanting & revegetation	Sq Ft			Optional	
Trees/shrubs	Lump sum			Optional	
Lighting					
General security	Lump sum			Describe	
Lighting - other	Lump sum			Describe	
Parking and roads	Lump sum			Describe	
Recreation – court lighting	Lump sum			Describe	

7a. WWRP – Local/State Parks Category				Development Cost Estimates	
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Recreation - field lighting	Lump sum			Describe	
Outdoor Courts & Athletic Areas					
Backboards & baskets	Each			Describe	
Basketball court	Each			Length/width	
BMX track	Each			Length/width	
Bocci ball	Sq Ft			Describe	
Courts - other	Each			Describe	
Goals, nets & standards	Each			Describe	
Golf course	Each			Describe	
Handball, racquetball, squash	Each			Length/width	
Horseshoe pits	Each			Describe	
Ice rink	Lump sum			Length/width	
Multipurpose court	Lump sum			Describe	
Rodeo arena	Sq Ft			Describe	
Roller rink	Lump sum			Length/width	
Skate park	Sq Ft			Describe	
Tennis court	Each			Surface	
Track & field - field events	Lump sum			Describe	
Track & field – track	Lump sum			Describe	
Volleyball court	Each			Surface	
Park Amenities					
Amphitheater/stage	Lump sum			Describe	
Climbing wall	Lump sum			Describe	
Fitness stations	Each			Describe	
Gazebo	Sq Ft			Describe	
Lake	Acres			Optional	
Park amenities – other	Lump sum			Describe	
Phone - coin operated	Each			Optional	
Playground	Each			Surface	
Plaza/terrace	Sq Ft			Material	
Pond	Acres			Optional	
Seating wall	Linear Ft			Describe	
Spectator seating	Lump sum			Describe	
Water feature/fountain	Lump sum			Describe	
Park Furniture					
Benches	Each			Describe	
Bike racks	Each			Optional	
Bleachers	Each			Describe	
Drinking fountain	Each			Describe	
Flag pole	Each			Describe	
Park furniture – other	Lump sum			Describe	
Picnic pads - asphaltic concrete	Each			Size	
Picnic pads – concrete	Each			Size	
Picnic pads – pavers	Lump sum			Size	
Recycle station	Lump sum			Describe	
Spectator seating	Lump sum			Describe	
Grills	Each			Optional	

7a. WWRP – Local/State Parks Category Development Cost Estimates

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Tables	Each			Describe	
Tables – covered	Each			Describe	
Trash receptacles	Each			Describe	
Parking					
Bollards	Each			Describe	
Curbs	Linear Ft			Optional	
Oil/water separator	Each			Describe	
Parking - asphaltic concrete	Spaces			# Accessible	
Parking - bituminous	Spaces			# Accessible	
Parking - crushed rock	Spaces			# Accessible	
Parking - gravel	Spaces			# Accessible	
Parking - other	Lump sum			Describe	
Striping	Lump sum			Optional	
Unloading ramp	Each			Describe	
Wheel stops	Each			Size	
Permits					
Permits	Lump sum			Optional	
Restrooms					
Accessible portable sani-can	Each			Optional	
Composting	Each			Sq Ft	
Flush	Each			Sq Ft	
Portable sani-can pads	Each			Optional	
Portable sani-cans	Each			Optional	
Restroom with showers	Each			Sq Ft	
Restroom with showers/laundry	Each			Sq Ft	
Restroom with storage	Each			Sq Ft	
Restrooms - other	Lump sum			Describe	
Showers	Each			Sq Ft	
Vault	Each			Sq Ft	
Roads					
Bridges	Linear Ft			Width/depth	
Control signals	Lump sum			Describe	
Curbs	Linear Ft			Optional	
Decommissioning	Linear Ft			Width/depth	
Guard rail	Linear Ft			Describe	
Roads - asphaltic concrete	Linear Ft			Width/depth	
Roads - bituminous	Linear Ft			Width/depth	
Roads - concrete	Linear Ft			Width/depth	
Roads - crushed rock	Linear Ft			Width/depth	
Roads - grasscrete	Linear Ft			Width/depth	
Roads - gravel	Linear Ft			Width/depth	
Roads - other	Lump sum			Describe	
Striping	Lump sum			Optional	
Traffic barriers	Lump sum			Describe	
Weatherproofing	Linear Ft			Width/depth	
Shelters					
Bus shelter	Sq Ft			Describe	

7a. WWRP – Local/State Parks Category				Development Cost Estimates	
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Fishing shelter	Sq Ft			Describe	
Gazebo	Sq Ft			Describe	
Interpretive shelters	Each			Sq Ft	
Kiosk	Each			Sq Ft	
Picnic	Each			Sq Ft	
Shelters - other	Lump sum			Describe	
Viewing	Each			Sq Ft	
Wildlife blind	Lump sum			Describe	
Signing					
Boundary signs	Each			Optional	
General park signs	Lump sum			Optional	
Interpretive display	Lump Sum			Describe	
Interpretive signs	Each			Describe	
Kiosk signs	Lump sum			Optional	
Miscellaneous signs	Lump sum			Optional	
Pavement markers	Lump sum			Optional	
Permanent entrance sign	Each			Describe	
Registration information	Lump sum			Describe	
Rules and regulations	Lump sum			Optional	
Scoreboard	Lump sum			Optional	
Signing - other	Lump sum			Describe	
Speaker boxes	Each			Describe	
Traffic/directional signs	Lump sum			Optional	
Trail signs	Each			Optional	
Trailhead/bulletin board signs	Lump sum			Optional	
Site Preparation					
Clearing	Acres			Optional	
Cut	Cubic Yds			Optional	
Dam construction	Lump sum			Describe	
Demolition	Lump sum			Optional	
Erosion control	Lump sum			Describe	
Fill	Cubic Yds			Optional	
Grading	Acres			Optional	
Grubbing	Acres			Describe	
Mobilization	Lump sum			Optional	
Site preparation - other	Lump sum			Describe	
Top soil	Cubic Yds			Optional	
Swimming Facilities					
Accessible lift	Each			Describe	
Accessible ramp	Each			Describe	
Bathhouse	Lump sum			Sq Ft	
Chemical system	Lump sum			Describe	
Circulation system	Lump sum			Describe	
Decking	Sq Ft			Describe	
Diving board	Each			Describe	
Diving tank	Lump sum			Gallons/size	
Filtration system	Lump sum			Describe	

7a. WWRP – Local/State Parks Category				Development Cost Estimates	
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Heating system	Lump sum			Describe	
Main tank	Lump sum			Gallons/size	
Mechanical building	Each			Sq Ft	
Pool liner	Lump sum			Sq Ft	
Spa/therapy pool	Lump sum			Gallons/size	
Starting blocks	Each			Describe	
Support buildings	Lump sum			Describe	
Swim beach	Lump sum			Frontage	
Swim beach - accessible ramp	Linear Ft			Width/depth	
Swim floats	Each			Size	
Swimming facilities - other	Lump sum			Describe	
Swimming pool	Lump sum			Gallons/size	
Swimming pool equipment	Lump sum			Describe	
Wading/spray pool	Lump sum			Gallons/size	
Water slides	Each			Describe	
Trails					
Board walk - wood	Linear Ft			Width	
Bridges	Each			Length/width	
Check dams	Each			Optional	
Crosswalks/curb bulbs	Lump sum			Describe	
Culverts	Each			Optional	
Dip drain	Each			Optional	
Hand rails	Lump sum			Describe	
Hardened stream crossings	Each			Optional	
Hardened turns	Each			Optional	
Hardening	Linear Ft			Describe	
Parallel ditching	Lump sum			Describe	
Puncheon	Linear Ft			Width	
Railroad crossing	Each			Describe	
Ramps	Linear Ft			Describe	
Retaining wall	Each			Optional	
Revegetation	Linear Ft			Optional	
Sidewalks	Linear Ft			Width	
Stairs	Lump sum			Describe	
Switchbacks	Each			Optional	
Trails - asphaltic concrete	Miles			Width/depth	
Trails - asphaltic concrete (LF)	Linear Ft			Width/depth	
Trails - cinders	Linear Ft			Width/depth	
Trails - concrete	Linear Ft			Width/depth	
Trails - crushed limestone	Linear Ft			Width/depth	
Trails - crushed rock	Linear Ft			Width/rock type	
Trails - gravel	Linear Ft			Width/depth	
Trails - natural	Miles			Width	
Trails - natural (LF)	Linear Ft			Width	
Trails - other	Lump sum			Describe	
Trails - wood chip	Linear Ft			Width/depth	
Trestle conversion	Lump sum			Describe	

7a. WWRP – Local/State Parks Category				Development Cost Estimates	
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Turnpike	Linear Ft			Width	
Waterbars	Each			Describe	
Utilities					
Bio filtration - drainage swell	Lump sum			Describe	
Catch basins	Each			Optional	
Electric transformers/panels	Lump sum			Describe	
Fire hydrant	Each			Optional	
Gas	Linear Ft			Optional	
General service connection	Lump sum			Describe	
Lift station	Each			Optional	
Manholes	Each			Optional	
Phone service	Lump sum			Optional	
Power	Linear Ft			Optional	
Sanitary sewer	Linear Ft			Optional	
Security system	Each			Describe	
Septic system(s)	Each			Optional	
Storm sewer	Linear Ft			Optional	
Storm water retention	Lump sum			Describe	
Surface drainage	Lump sum			Describe	
Utilities - other	Lump sum			Describe	
Utility relocation	Lump sum			Describe	
Water meter	Lump sum			Describe	
Water system(s)/wells	Lump sum			Describe	
Water treatment facility	Lump sum			Describe	
Viewpoints					
Viewpoints	Lump sum			Describe	
Water Access Facilities					
Beach	Lump sum			Type	
Bulkhead improvements	Lump sum			Optional	
Fish cleaning station	Each			Optional	
Gangway - aluminum	Linear Ft			Length/width	
Gangway - PVC	Linear Ft			Length/width	
Gangway - wood	Linear Ft			Length/width	
Loading floats - concrete	Linear Ft			Length/width	
Loading floats - PVC	Linear Ft			Length/width	
Loading floats - wood	Linear Ft			Length/width	
Log boom	Linear Ft			Optional	
Moorage buoys	Each			Optional	
Moorage floats - concrete	Linear Ft			Length/width	
Moorage floats - PVC	Linear Ft			Length/width	
Moorage floats - wood	Linear Ft			Length/width	
Moorage system - linear	Linear Ft			Optional	
Observation/fishing deck	Each			Length/width	
Piers	Lump sum			Length/width	
Pilings - concrete	Each			Optional	
Pilings - PVC	Each			Optional	
Pilings - steel	Each			Optional	

7a. WWRP – Local/State Parks Category				Development Cost Estimates	
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Pilings - wood	Each			Optional	
Ramp - asphalt	Lanes			Length/width	
Ramp - concrete plank	Lanes			Length/width	
Ramp - concrete poured in place	Lanes			Length/width	
Ramp - concrete pushed in place	Lanes			Length/width	
Ramp - elevated	Lump sum			Describe	
Ramp - hand carry launch	Lump sum			Length/width	
Rip-rap	Lump sum			Optional	
Seawall	Lump sum			Length/width	
Sewage pump-out	Each			Describe	
Slips	Each			Size	
Utilities - dump station	Each			Describe	
Utilities - electric	Linear Ft			Optional	
Utilities - fire dryline	Linear Ft			Optional	
Utilities - water	Linear Ft			Optional	
Water access facilities - other	Lump sum			Describe	
Sales Tax					
Sub-Total					
Architectural & Engineering (limit is 20% of Sub-total)					
TOTAL COSTS					

7b. WWRP – Trails Category				Development Cost Estimates	
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Building & Structures					
Building & structures - other	Lump sum			Describe	
Registration booth	Sq Ft			Optional	
Storage	Each			Sq Ft	
Well house	Sq Ft			Optional	
Campground Facilities					
Campground facilities - other	Lump sum			Describe	
Campsites - electric	Each			Optional	
Campsites - electric/water	Each			Optional	
Campsites - electric/water/sewer	Each			Optional	
Campsites - sewer	Each			Optional	
Campsites - water	Each			Optional	
Campsites - without hookups	Each			Optional	
Dump station(s)	Each			Optional	
Group camp	Each			Capacity	
Equestrian Facilities					
Corrals	Each			Size	
Highlines	Each			Optional	
Hitching posts	Each			Length	
Horse facilities - other	Lump sum			Describe	
Unloading ramps	Each			Width	
Water trough	Each			Optional	
Fencing & Gates					
Barrier rocks	Lump sum			Optional	
Bollards	Each			Material	
Concrete barrier	Linear Ft			Describe	
Fencing - chain link	Linear Ft			Height/gauge	
Fencing - portable	Linear Ft			Optional	
Fencing - vinyl	Linear Ft			Height/gauge	
Fencing - wire	Linear Ft			Strands	
Fencing - wood	Linear Ft			Height	
Fencing & gates - other	Lump sum			Describe	
Gates	Each			Describe	
Instream					
Bank stabilization	Feet			Optional	
Culvert upgrades	Each			Optional	
Instream - other	Lump sum			Optional	
Landscaping					
Drainage system	Lump sum			Describe	
Grass - hydro seed	Acres			Optional	
Grass - seed	Acres			Optional	
Grass - sod	Acres			Optional	
Ground cover	Sq Ft			Describe	
Habitat enhancement	Lump sum			Describe	
Irrigation – auto for shrubs/planters	Sq Ft			Optional	
Irrigation – auto for turf	Acres			Optional	
Irrigation – manual for shrubs/planters	Sq Ft			Optional	

7b. WWRP – Trails Category				Development Cost Estimates	
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Irrigation – manual for turf	Acres			Optional	
Landscaping - other	Lump sum			Describe	
Planters	Each			Describe	
Raised beds	Sq Ft			Optional	
Soil amenities	Lump sum			Describe	
Top soil/mulch	Yds			Optional	
Transplanting & revegetation	Sq Ft			Optional	
Trees/shrubs	Lump sum			Optional	
Lighting					
General security	Lump sum			Describe	
Lighting – other	Lump sum			Describe	
Parking and roads	Lump sum			Describe	
Park Amenities					
Fitness stations	Each			Describe	
Park amenities - other	Lump sum			Describe	
Phone - coin operated	Each			Optional	
Park Furniture					
Benches	Each			Describe	
Bike racks	Each			Optional	
Bleachers	Each			Describe	
Drinking fountain	Each			Describe	
Flag pole	Each			Describe	
Grills	Each			Optional	
Park furniture - other	Lump sum			Describe	
Picnic pads - asphaltic concrete	Each			Size	
Picnic pads - concrete	Each			Size	
Picnic pads - pavers	Lump sum			Size	
Recycle station	Lump sum			Describe	
Tables	Each			Describe	
Tables – covered	Each			Describe	
Trash receptacles	Each			Describe	
Parking					
Bollards	Each			Describe	
Curbs	Linear Ft			Optional	
Oil/water separator	Each			Describe	
Parking - asphaltic concrete	Spaces			# Accessible	
Parking - bituminous	Spaces			# Accessible	
Parking - crushed rock	Spaces			# Accessible	
Parking - gravel	Spaces			# Accessible	
Parking - other	Lump sum			Describe	
Striping	Lump sum			Optional	
Unloading ramp	Each			Describe	
Wheel stops	Each			Size	
Permits					
Permits	Lump sum			Optional	

7b. WWRP – Trails Category				Development Cost Estimates	
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Restrooms					
Accessible portable sani-can	Each			Optional	
Composting	Each			Sq Ft	
Flush	Each			Sq Ft	
Portable sani-can pads	Each			Optional	
Portable sani-cans	Each			Optional	
Restroom with showers	Each			Sq Ft	
Restroom with showers/laundry	Each			Sq Ft	
Restroom with storage	Each			Sq Ft	
Restrooms - other	Lump sum			Describe	
Showers	Each			Sq Ft	
Vault	Each			Sq Ft	
Roads					
Bridges	Linear Ft			Width/depth	
Control signals	Lump sum			Describe	
Curbs	Linear Ft			Optional	
Decommissioning	Linear Ft			Width/depth	
Guard rail	Linear Ft			Describe	
Roads - asphaltic concrete	Linear Ft			Width/depth	
Roads - bituminous	Linear Ft			Width/depth	
Roads - concrete	Linear Ft			Width/depth	
Roads - crushed rock	Linear Ft			Width/depth	
Roads - grasscrete	Linear Ft			Width/depth	
Roads - gravel	Linear Ft			Width/depth	
Roads - other	Lump sum			Describe	
Striping	Lump sum			Optional	
Traffic barriers	Lump sum			Describe	
Weatherproofing	Linear Ft			Width/depth	
Shelters					
Bus shelter	Sq Ft			Describe	
Fishing shelter	Sq Ft			Describe	
Interpretive shelters	Each			Sq Ft	
Kiosk	Each			Sq Ft	
Picnic	Each			Sq Ft	
Shelters - other	Lump sum			Describe	
Viewing	Each			Sq Ft	
Wildlife blind	Lump sum			Describe	
Signing					
Boundary signs	Each			Optional	
General park signs	Lump sum			Optional	
Interpretive display	Lump sum			Describe	
Interpretive signs	Each			Describe	
Kiosk signs	Lump sum			Optional	
Miscellaneous signs	Lump sum			Optional	
Pavement markers	Lump sum			Optional	
Permanent entrance sign	Each			Describe	
Registration information	Lump sum			Describe	
Rules and regulations	Lump sum			Optional	

7b. WWRP – Trails Category				Development Cost Estimates	
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Signing - other	Lump sum			Describe	
Speaker boxes	Each			Describe	
Traffic/directional signs	Lump sum			Optional	
Trail signs	Each			Optional	
Trailhead/bulletin board signs	Lump sum			Optional	
Site Preparation					
Clearing	Acres			Optional	
Cut	Cubic Yds			Optional	
Demolition	Lump sum			Optional	
Erosion control	Lump sum			Describe	
Fill	Cubic Yds			Optional	
Grading	Acres			Optional	
Grubbing	Acres			Describe	
Mobilization	Lump sum			Optional	
Site preparation - other	Lump sum			Describe	
Top soil	Cubic Yds			Optional	
Trails					
Board walk - wood	Linear Ft			Width	
Bridges	Each			Length/width	
Check dams	Each			Optional	
Crosswalks/curb bulbs	Lump sum			Describe	
Culverts	Each			Optional	
Dip drain	Each			Optional	
Hand rails	Lump sum			Describe	
Hardened stream crossings	Each			Optional	
Hardened turns	Each			Optional	
Hardening	Linear Ft			Describe	
Parallel ditching	Lump sum			Describe	
Puncheon	Linear Ft			Width	
Railroad crossing	Each			Describe	
Ramps	Linear Ft			Describe	
Retaining wall	Each			Optional	
Revegetation	Linear Ft			Optional	
Sidewalks	Linear Ft			Width	
Stairs	Lump sum			Describe	
Switchbacks	Each			Optional	
Trails - asphaltic concrete	Miles			Width/depth	
Trails - asphaltic concrete (LF)	Linear Ft			Width/depth	
Trails - cinders	Linear Ft			Width/depth	
Trails - concrete	Linear Ft			Width/depth	
Trails - crushed limestone	Linear Ft			Width/depth	
Trails - crushed rock	Linear Ft			Width/rock type	
Trails - gravel	Linear Ft			Width/depth	
Trails - natural	Miles			Width	
Trails - natural (LF)	Linear Ft			Width	
Trails - other	Lump sum			Describe	
Trails - wood chip	Linear Ft			Width/depth	
Trestle conversion	Lump sum			Describe	

7b. WWRP – Trails Category				Development Cost Estimates	
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Turnpike	Linear Ft			Width	
Waterbars	Each			Describe	
Utilities					
Bio filtration - drainage swell	Lump sum			Describe	
Catch basins	Each			Optional	
Electric transformers/panels	Lump sum			Describe	
Fire hydrant	Each			Optional	
Gas	Linear Ft			Optional	
General service connection	Lump sum			Describe	
Lift station	Each			Optional	
Manholes	Each			Optional	
Phone service	Lump sum			Optional	
Power	Linear Ft			Optional	
Sanitary sewer	Linear Ft			Optional	
Security system	Each			Describe	
Septic system(s)	Each			Optional	
Storm sewer	Linear Ft			Optional	
Storm water retention	Lump sum			Describe	
Surface drainage	Lump sum			Describe	
Utilities - other	Lump sum			Describe	
Utility relocation	Lump sum			Describe	
Water meter	Lump sum			Describe	
Water system(s)/wells	Lump sum			Describe	
Water treatment facility	Lump sum			Describe	
Viewpoints					
Viewpoints	Lump sum			Describe	
Water Access Facilities					
Beach	Lump sum			Type	
Bulkhead improvements	Lump sum			Optional	
Fish cleaning station	Each			Optional	
Gangway - aluminum	Linear Ft			Length/width	
Gangway - PVC	Linear Ft			Length/width	
Gangway - wood	Linear Ft			Length/width	
Observation/fishing deck	Each			Length/width	
Piers	Lump sum			Length/width	
Pilings - concrete	Each			Optional	
Pilings - PVC	Each			Optional	
Pilings - steel	Each			Optional	
Pilings - wood	Each			Optional	
Ramp - hand carry launch	Lump sum			Length/width	
Rip-rap	Lump sum			Optional	
Seawall	Lump sum			Length/width	
Water access facilities - other	Lump sum			Describe	
Sales Tax					
Sub-Total					
Architectural & Engineering (limit is 20% of Sub-total)					
TOTAL COSTS					

7c. WWRP – Water Access Category				Development Cost Estimates	
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Building & Structures					
Building & structures - other	Lump sum			Describe	
Registration booth	Sq Ft			Optional	
Storage	Each			Sq Ft	
Well house	Sq Ft			Optional	
Campground Facilities					
Campground facilities - other	Lump sum			Describe	
Campsites – electric	Each			Optional	
Campsites - electric/water	Each			Optional	
Campsites - electric/water/sewer	Each			Optional	
Campsites - sewer	Each			Optional	
Campsites - water	Each			Optional	
Campsites - without hookups	Each			Optional	
Dump station(s)	Each			Optional	
Group camp	Each			Capacity	
Fencing & Gates					
Barrier rocks	Lump sum			Optional	
Bollards	Each			Material	
Concrete barrier	Linear Ft			Describe	
Fencing - chain link	Linear Ft			Height/gauge	
Fencing - portable	Linear Ft			Optional	
Fencing - vinyl	Linear Ft			Height/gauge	
Fencing - wire	Linear Ft			Strands	
Fencing - wood	Linear Ft			Height	
Fencing & gates - other	Lump sum			Describe	
Gates	Each			Describe	
Instream					
Bank stabilization	Feet			Optional	
Culvert upgrades	Each			Optional	
Instream - other	Lump sum			Optional	
Landscaping					
Drainage system	Lump sum			Describe	
Grass - hydro seed	Acres			Optional	
Grass - seed	Acres			Optional	
Grass - sod	Acres			Optional	
Ground cover	Sq Ft			Describe	
Habitat enhancement	Lump sum			Describe	
Irrigation – auto shrubs/planters	Sq Ft			Optional	
Irrigation – auto turf	Acres			Optional	
Irrigation – manual shrubs/planters	Sq Ft			Optional	
Irrigation – manual turf	Acres			Optional	
Landscaping - other	Lump sum			Describe	
Planters	Each			Describe	
Raised beds	Sq Ft			Optional	
Soil amenities	Lump sum			Describe	
Top soil/mulch	Yds			Optional	
Transplanting & revegetation	Sq Ft			Optional	

7c. WWRP – Water Access Category				Development Cost Estimates	
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Trees/shrubs	Lump sum			Optional	
Lighting					
General security	Lump sum			Describe	
Lighting - other	Lump sum			Describe	
Parking and roads	Lump sum			Describe	
Park Amenities					
Gazebo	Sq Ft			Describe	
Lake	Acres			Optional	
Park amenities - other	Lump sum			Describe	
Phone - coin operated	Each			Optional	
Plaza/terrace	Sq Ft			Material	
Pond	Acres			Optional	
Seating wall	Linear Ft			Describe	
Park Furniture					
Benches	Each			Describe	
Bike racks	Each			Optional	
Bleachers	Each			Describe	
Drinking fountain	Each			Describe	
Flag pole	Each			Describe	
Park furniture - other	Lump sum			Describe	
Grills	Each			Optional	
Picnic pads - asphaltic concrete	Each			Size	
Picnic pads – concrete	Each			Size	
Picnic pads – pavers	Lump sum			Size	
Recycle station	Lump sum			Describe	
Tables	Each			Describe	
Tables – covered	Each			Describe	
Trash receptacles	Each			Describe	
Parking					
Bollards	Each			Describe	
Curbs	Linear Ft			Optional	
Oil/water separator	Each			Describe	
Parking - asphaltic concrete	Spaces			# Accessible	
Parking – bituminous	Spaces			# Accessible	
Parking - crushed rock	Spaces			# Accessible	
Parking – gravel	Spaces			# Accessible	
Parking – other	Lump sum			Describe	
Striping	Lump sum			Optional	
Unloading ramp	Each			Describe	
Wheel stops	Each			Size	
Permits					
Permits	Lump sum			Optional	
Restrooms					
Accessible portable sani-can	Each			Optional	
Composting	Each			Sq Ft	
Flush	Each			Sq Ft	
Portable sani-can pads	Each			Optional	

7c. WWRP – Water Access Category				Development Cost Estimates	
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Portable sani-cans	Each			Optional	
Restroom with showers	Each			Sq Ft	
Restroom with showers/laundry	Each			Sq Ft	
Restroom with storage	Each			Sq Ft	
Restrooms - other	Lump sum			Describe	
Showers	Each			Sq Ft	
Vault	Each			Sq Ft	
Roads					
Bridges	Linear Ft			Width/depth	
Control signals	Lump sum			Describe	
Curbs	Linear Ft			Optional	
Decommissioning	Linear Ft			Width/depth	
Guard rail	Linear Ft			Describe	
Roads - asphaltic concrete	Linear Ft			Width/depth	
Roads - bituminous	Linear Ft			Width/depth	
Roads - concrete	Linear Ft			Width/depth	
Roads - crushed rock	Linear Ft			Width/depth	
Roads - grasscrete	Linear Ft			Width/depth	
Roads - gravel	Linear Ft			Width/depth	
Roads - other	Lump sum			Describe	
Striping	Lump sum			Optional	
Traffic barriers	Lump sum			Describe	
Weatherproofing	Linear Ft			Width/depth	
Shelters					
Bus shelter	Sq Ft			Describe	
Fishing shelter	Sq Ft			Describe	
Interpretive shelters	Each			Sq Ft	
Kiosk	Each			Sq Ft	
Picnic	Each			Sq Ft	
Shelters - other	Lump sum			Describe	
Viewing	Each			Sq Ft	
Wildlife blind	Lump sum			Describe	
Signing					
Boundary signs	Each			Optional	
General park signs	Lump sum			Optional	
Interpretive display	Lump Sum			Describe	
Interpretive signs	Each			Describe	
Kiosk signs	Lump sum			Optional	
Miscellaneous signs	Lump sum			Optional	
Pavement markers	Lump sum			Optional	
Permanent entrance sign	Each			Describe	
Registration information	Lump sum			Describe	
Rules and regulations	Lump sum			Optional	
Signing - other	Lump sum			Describe	
Speaker boxes	Each			Describe	

7c. WWRP – Water Access Category				Development Cost Estimates	
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Traffic/directional signs	Lump sum			Optional	
Trail signs	Each			Optional	
Trailhead/bulletin board signs	Lump sum			Optional	
Site Preparation					
Clearing	Acres			Optional	
Cut	Cubic Yds			Optional	
Dam construction	Lump sum			Describe	
Demolition	Lump sum			Optional	
Erosion control	Lump sum			Describe	
Fill	Cubic Yds			Optional	
Grading	Acres			Optional	
Grubbing	Acres			Describe	
Mobilization	Lump sum			Optional	
Site preparation - other	Lump sum			Describe	
Top soil	Cubic Yds			Optional	
Swimming Facilities					
Accessible lift	Each			Describe	
Accessible ramp	Each			Describe	
Bathhouse	Lump sum			Sq Ft	
Diving board	Each			Describe	
Swim beach	Lump sum			Frontage	
Swim beach - accessible ramp	Linear Ft			Width/depth	
Swim floats	Each			Size	
Swimming facilities - other	Lump sum			Describe	
Water slides	Each			Describe	
Trails					
Board walk - wood	Linear Ft			Width	
Bridges	Each			Length/width	
Check dams	Each			Optional	
Crosswalks/curb bulbs	Lump sum			Describe	
Culverts	Each			Optional	
Dip drain	Each			Optional	
Hand rails	Lump sum			Describe	
Hardened stream crossings	Each			Optional	
Hardened turns	Each			Optional	
Hardening	Linear Ft			Describe	
Parallel ditching	Lump sum			Describe	
Puncheon	Linear Ft			Width	
Railroad crossing	Each			Describe	
Ramps	Linear Ft			Describe	
Retaining wall	Each			Optional	
Revegetation	Linear Ft			Optional	
Sidewalks	Linear Ft			Width	
Stairs	Lump sum			Describe	
Switchbacks	Each			Optional	
Trails - asphaltic concrete	Miles			Width/depth	
Trails - asphaltic concrete (LF)	Linear Ft			Width/depth	

7c. WWRP – Water Access Category				Development Cost Estimates	
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Trails - cinders	Linear Ft			Width/depth	
Trails - concrete	Linear Ft			Width/depth	
Trails - crushed limestone	Linear Ft			Width/depth	
Trails - crushed rock	Linear Ft			Width/rock type	
Trails - gravel	Linear Ft			Width/depth	
Trails - natural	Miles			Width	
Trails - natural (LF)	Linear Ft			Width	
Trails - other	Lump sum			Describe	
Trails - wood chip	Linear Ft			Width/depth	
Trestle conversion	Lump sum			Describe	
Turnpike	Linear Ft			Width	
Waterbars	Each			Describe	
Utilities					
Bio filtration - drainage swell	Lump sum			Describe	
Catch basins	Each			Optional	
Electric transformers/panels	Lump sum			Describe	
Fire hydrant	Each			Optional	
Gas	Linear Ft			Optional	
General service connection	Lump sum			Describe	
Lift station	Each			Optional	
Manholes	Each			Optional	
Phone service	Lump sum			Optional	
Power	Linear Ft			Optional	
Sanitary sewer	Linear Ft			Optional	
Security system	Each			Describe	
Septic system(s)	Each			Optional	
Storm sewer	Linear Ft			Optional	
Storm water retention	Lump sum			Describe	
Surface drainage	Lump sum			Describe	
Utilities - other	Lump sum			Describe	
Utility relocation	Lump sum			Describe	
Water meter	Lump sum			Describe	
Water system(s)/wells	Lump sum			Describe	
Water treatment facility	Lump sum			Describe	
Viewpoints					
Viewpoints	Lump sum			Describe	
Water Access Facilities					
Beach	Lump sum			Type	
Bulkhead improvements	Lump sum			Optional	
Fish cleaning station	Each			Optional	
Gangway - aluminum	Linear Ft			Length/width	
Gangway - PVC	Linear Ft			Length/width	
Gangway - wood	Linear Ft			Length/width	
Loading floats - concrete	Linear Ft			Length/width	
Loading floats - PVC	Linear Ft			Length/width	
Loading floats - wood	Linear Ft			Length/width	
Log boom	Linear Ft			Optional	

7c. WWRP – Water Access Category				Development Cost Estimates	
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Moorage buoys	Each			Optional	
Moorage floats - concrete	Linear Ft			Length/width	
Moorage floats - PVC	Linear Ft			Length/width	
Moorage floats - wood	Linear Ft			Length/width	
Moorage system - linear	Linear Ft			Optional	
Observation/fishing deck	Each			Length/width	
Piers	Lump sum			Length/width	
Pilings - concrete	Each			Optional	
Pilings - PVC	Each			Optional	
Pilings - steel	Each			Optional	
Pilings - wood	Each			Optional	
Ramp - asphalt	Lanes			Length/width	
Ramp - concrete plank	Lanes			Length/width	
Ramp - concrete poured in place	Lanes			Length/width	
Ramp - concrete pushed in place	Lanes			Length/width	
Ramp - elevated	Lump sum			Describe	
Ramp - hand carry launch	Lump sum			Length/width	
Rip-rap	Lump sum			Optional	
Seawall	Lump sum			Length/width	
Sewage pump-out	Each			Describe	
Slips	Each			Size	
Utilities - dump station	Each			Describe	
Utilities - electric	Linear Ft			Optional	
Utilities - fire dryline	Linear Ft			Optional	
Utilities - water	Linear Ft			Optional	
Water access facilities - other	Lump sum			Describe	
Sales Tax					
Sub-Total					
Architectural & Engineering (limit is 20% of Sub-Total)					
TOTAL COSTS					

7d. WWRP – Habitat Cons. Acc't Category Development Cost Estimates

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Building & Structures					
Building & structures - other	Lump sum			Describe	
Well house	Sq Ft			Optional	
Campground Facilities					
Campground facilities - other	Lump sum			Describe	
Equestrian Facilities					
Corrals	Each			Size	
Highlines	Each			Optional	
Hitching posts	Each			Length	
Horse facilities - other	Lump sum			Describe	
Unloading ramps	Each			Width	
Water trough	Each			Optional	
Fencing & Gates					
Barrier rocks	Lump sum			Optional	
Bollards	Each			Material	
Concrete barrier	Linear Ft			Describe	
Fencing - chain link	Linear Ft			Height/gauge	
Fencing - portable	Linear Ft			Optional	
Fencing - vinyl	Linear Ft			Height/gauge	
Fencing - wire	Linear Ft			Strands	
Fencing - wood	Linear Ft			Height	
Fencing & gates - other	Lump sum			Describe	
Gates	Each			Describe	
Instream					
Bank stabilization	Feet			Optional	
Barrier removal (fish passage)	Each			Optional	
Channel reconfiguration	Feet			Optional	
Culvert upgrades	Each			Optional	
Dike reconfiguration	Acres			Optional	
Estuarine/nearshore improve	Sq Ft			Optional	
Instream - other	Lump sum			Optional	
Large woody debris	Each			Optional	
Off channel habitat	Acres			Optional	
Landscaping					
Drainage system	Lump sum			Describe	
Grass - hydro seed	Acres			Optional	
Grass - seed	Acres			Optional	
Grass - sod	Acres			Optional	
Ground cover	Sq Ft			Describe	
Habitat enhancement	Lump sum			Describe	
Irrigation – auto shrubs/planters	Sq Ft			Optional	
Irrigation – auto turf	Acres			Optional	
Irrigation – manual shrubs/planters	Sq Ft			Optional	
Irrigation – manual turf	Acres			Optional	
Landscaping - other	Lump sum			Describe	
Planters	Each			Describe	
Raised beds	Sq Ft			Optional	

7d. WWRP – Habitat Cons. Acc't Category Development Cost Estimates					
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Soil amenities	Lump sum			Describe	
Top soil/mulch	Yds			Optional	
Transplanting & revegetation	Sq Ft			Optional	
Trees/shrubs	Lump sum			Optional	
Lighting					
General security	Lump sum			Describe	
Lighting - other	Lump sum			Describe	
Parking and roads	Lump sum			Describe	
Park Amenities					
Amphitheater/stage	Lump sum			Describe	
Park amenities - other	Lump sum			Describe	
Phone - coin operated	Each			Optional	
Park Furniture					
Benches	Each			Describe	
Bike racks	Each			Optional	
Bleachers	Each			Describe	
Drinking fountain	Each			Describe	
Flag pole	Each			Describe	
Grills	Each			Optional	
Park furniture - other	Lump sum			Describe	
Picnic pads - asphaltic concrete	Each			Size	
Picnic pads - concrete	Each			Size	
Picnic pads - pavers	Lump sum			Size	
Recycle station	Lump sum			Describe	
Tables	Each			Describe	
Tables - covered	Each			Describe	
Trash receptacles	Each			Describe	
Parking					
Bollards	Each			Describe	
Curbs	Linear Ft			Optional	
Oil/water separator	Each			Describe	
Parking - asphaltic concrete	Spaces			# Accessible	
Parking - bituminous	Spaces			# Accessible	
Parking - crushed rock	Spaces			# Accessible	
Parking - gravel	Spaces			# Accessible	
Parking - other	Lump sum			Describe	
Striping	Lump sum			Optional	
Unloading ramp	Each			Describe	
Wheel stops	Each			Size	
Permits					
Permits	Lump sum			Optional	
Restoration					
Restoration - other	Lump sum			Optional	
Restrooms					
Accessible portable sani-can	Each			Optional	
Composting	Each			Sq Ft	
Flush	Each			Sq Ft	

7d. WWRP – Habitat Cons. Acc't Category Development Cost Estimates

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Portable sani-can pads	Each			Optional	
Portable sani-cans	Each			Optional	
Restroom with storage	Each			Sq Ft	
Restrooms - other	Lump sum			Describe	
Vault	Each			Sq Ft	
Riparian					
Livestock fencing	Linear Ft			Optional	
Native plant establishment (reveg)	Sq Ft			Optional	
Non-native plant removal/control	Sq Ft			Optional	
Riparian - other	Lump sum			Optional	
Silviculture treatments	Acres			Optional	
Roads					
Bridges	Linear Ft			Width/depth	
Control signals	Lump sum			Describe	
Curbs	Linear Ft			Optional	
Decommissioning	Linear Ft			Width/depth	
Guard rail	Linear Ft			Describe	
Roads - asphaltic concrete	Linear Ft			Width/depth	
Roads - bituminous	Linear Ft			Width/depth	
Roads - concrete	Linear Ft			Width/depth	
Roads - crushed rock	Linear Ft			Width/depth	
Roads - grasscrete	Linear Ft			Width/depth	
Roads - gravel	Linear Ft			Width/depth	
Roads - other	Lump sum			Describe	
Striping	Lump sum			Optional	
Traffic barriers	Lump sum			Describe	
Weatherproofing	Linear Ft			Width/depth	
Shelters					
Bus shelter	Sq Ft			Describe	
Fishing shelter	Sq Ft			Describe	
Interpretive shelters	Each			Sq Ft	
Kiosk	Each			Sq Ft	
Picnic	Each			Sq Ft	
Shelters - other	Lump sum			Describe	
Viewing	Each			Sq Ft	
Wildlife blind	Lump sum			Describe	
Signing					
Boundary signs	Each			Optional	
General park signs	Lump sum			Optional	
Interpretive display	Lump Sum			Describe	
Interpretive signs	Each			Describe	
Kiosk signs	Lump sum			Optional	
Miscellaneous signs	Lump sum			Optional	
Pavement markers	Lump sum			Optional	
Permanent entrance sign	Each			Describe	
Registration information	Lump sum			Describe	
Rules and regulations	Lump sum			Optional	

7d. WWRP – Habitat Cons. Acc’t Category Development Cost Estimates					
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Signing - other	Lump sum			Describe	
Speaker boxes	Each			Describe	
Traffic/directional signs	Lump sum			Optional	
Trail signs	Each			Optional	
Trailhead/bulletin board signs	Lump sum			Optional	
Site Preparation					
Clearing	Acres			Optional	
Cut	Cubic Yds			Optional	
Dam construction	Lump sum			Describe	
Demolition	Lump sum			Optional	
Erosion control	Lump sum			Describe	
Fill	Cubic Yds			Optional	
Grading	Acres			Optional	
Grubbing	Acres			Describe	
Mobilization	Lump sum			Optional	
Site preparation - other	Lump sum			Describe	
Top soil	Cubic Yds			Optional	
Trails					
Board walk - wood	Linear Ft			Width	
Bridges	Each			Length/width	
Check dams	Each			Optional	
Crosswalks/curb bulbs	Lump sum			Describe	
Culverts	Each			Optional	
Dip drain	Each			Optional	
Hand rails	Lump sum			Describe	
Hardened stream crossings	Each			Optional	
Hardened turns	Each			Optional	
Hardening	Linear Ft			Describe	
Parallel ditching	Lump sum			Describe	
Puncheon	Linear Ft			Width	
Railroad crossing	Each			Describe	
Ramps	Linear Ft			Describe	
Retaining wall	Each			Optional	
Revegetation	Linear Ft			Optional	
Sidewalks	Linear Ft			Width	
Stairs	Lump sum			Describe	
Switchbacks	Each			Optional	
Trails - asphaltic concrete	Miles			Width/depth	
Trails - asphaltic concrete (LF)	Linear Ft			Width/depth	
Trails - cinders	Linear Ft			Width/depth	
Trails - concrete	Linear Ft			Width/depth	
Trails - crushed limestone	Linear Ft			Width/depth	
Trails - crushed rock	Linear Ft			Width/rock type	
Trails - gravel	Linear Ft			Width/depth	
Trails - natural	Miles			Width	
Trails - natural (LF)	Linear Ft			Width	
Trails - other	Lump sum			Describe	

7d. WWRP – Habitat Cons. Acc't Category Development Cost Estimates					
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Trails - wood chip	Linear Ft			Width/depth	
Trestle conversion	Lump sum			Describe	
Turnpike	Linear Ft			Width	
Waterbars	Each			Describe	
Upland					
Abandonment	Miles			Optional	
Decommissioning	Miles			Optional	
Nest boxes	Each			Optional	
Road erosion control (storm proofing)	Lump sum			Optional	
Snag development	Each			Optional	
Upland - other	Lump sum			Optional	
Well development/water source	Lump sum			Optional	
Utilities					
Bio filtration - drainage swell	Lump sum			Describe	
Catch basins	Each			Optional	
Electric transformers/panels	Lump sum			Describe	
Fire hydrant	Each			Optional	
Gas	Linear Ft			Optional	
General service connection	Lump sum			Describe	
Lift station	Each			Optional	
Manholes	Each			Optional	
Phone service	Lump sum			Optional	
Power	Linear Ft			Optional	
Sanitary sewer	Linear Ft			Optional	
Security system	Each			Describe	
Septic system(s)	Each			Optional	
Storm sewer	Linear Ft			Optional	
Storm water retention	Lump sum			Describe	
Surface drainage	Lump sum			Describe	
Utilities - other	Lump sum			Describe	
Utility relocation	Lump sum			Describe	
Water meter	Lump sum			Describe	
Water system(s)/wells	Lump sum			Describe	
Water treatment facility	Lump sum			Describe	
Viewpoints					
Viewpoints	Lump sum			Describe	
Water Access Facilities					
Fish cleaning station	Each			Optional	
Gangway - aluminum	Linear Ft			Length/width	
Gangway - PVC	Linear Ft			Length/width	
Gangway - wood	Linear Ft			Length/width	
Loading floats - concrete	Linear Ft			Length/width	
Loading floats - PVC	Linear Ft			Length/width	
Loading floats - wood	Linear Ft			Length/width	
Observation/fishing deck	Each			Length/width	
Piers	Lump sum			Length/width	
Pilings - concrete	Each			Optional	

7d. WWRP – Habitat Cons. Acc’t Category Development Cost Estimates					
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Pilings - PVC	Each			Optional	
Pilings - steel	Each			Optional	
Pilings - wood	Each			Optional	
Ramp - hand carry launch	Lump sum			Length/width	
Rip-rap	Lump sum			Optional	
Seawall	Lump sum			Length/width	
Water access facilities - other	Lump sum			Describe	
Sales Tax					
Sub-Total					
Architectural & Engineering (limit is 20% of Sub-Total)					
TOTAL COSTS					

8. Land Characteristics

Acreage Type	Existing Acres	Acres to be Acquired	Acres to be Developed	Acres to be Renovated*	New Total
Lake					
Riparian lands					
Tidelands					
Uplands					
Wetlands					
Waterfront Type	Existing Front Feet	Front Feet to be Acquired	Front Feet to be Developed	Front Feet to be Renovated*	New Total
Lake					
River					
Salt					
Stream/Creek					
Trail Miles	Trail Miles to be Acquired	Trail Miles to be Developed	Trail Miles to be Renovated*		
Trail Miles					
Land Comments (Limited to 250 characters, including spaces. Below, provide information about the project area / work site that is not included elsewhere in this application. Comments must be pertinent to the specific grant program referenced in this application. For example, "The property includes... • ...a class I wetland...", • "...three unnamed streams and has 1000 feet of frontage on the Columbia River...", • "...has about half its acreage in rolling forested hills with the reminder in open prairie...", • "...two historic structures...")					

*Renovation allowed in Local Parks category only

9a. Application Questions

All Applicants Must Answer The Following Questions

Who will be responsible for administration, design, and/or implementation of this project? For example, will it be in-house staff, paid consultants, contractors, volunteers, other agency staff, etc.

What type of landowner currently holds title to the property: Federal, Local, Private, State, Tribal?

Does the applicant have title to the site? If yes, explain:

Does the applicant hold a lease, easement, or legal use agreement on the site that permits the proposed use? If yes, when will it expire? Explain.

Is there, or will there be, any significant public access or use restrictions? If yes, explain:

Is the worksite(s) located within a park, wildlife refuge, natural area preserve, or other recreation or habitat site? If yes, name the area.

Is the work site(s) on a stream and/or other water body? If yes, name the stream and/or water body. If the stream is a tributary of a larger stream, also name the larger stream. If you know the river mile, list it here.

What are the geographic coordinates of the work site(s) *[in degrees, minutes and seconds]*. Describe where and how they were taken. If you do not have them, you may leave this question blank.

What are the township/range/section of the work site(s)? If you do not have them, you may leave this question blank.

In what county(s) is the work site(s) located? In what city, if applicable?

Does this application contain state, federal or other grants as part of the "sponsor match"?
If "yes," name the grant(s) and the date grant will be available.

Government agency applicants only: does this application contain elements required as part of a mitigation plan?
If yes, explain:

Local agencies only. Does the sponsor's share involve bonds or Local Improvement District(s) (LIDs)?
If yes, give date bonds or LID will be available and explain:

Has the project been submitted to IAC before and not funded? If yes, what IAC project number was assigned?

9b. Application Questions

Acquisition Applicants Must Answer the Following Questions

Has the applicant requested and/or received a "waiver of retroactivity" from the IAC for the property in question?
If yes, what was the date requested, approved date & the waiver number?

Do plans exist for interim non-public use of the project site?
If yes, explain the interim non-public use and whether or not income will be derived through that use.

Are encumbrances to recreational use proposed for the site (i.e. lease back; life estate; sharecropping agreement; or other)?
If yes, explain:

Does the applicant hold an option agreement on the property? If yes, what date will it expire?

Will this acquisition project cause the displacement of individuals, families, businesses, or farms? If yes, explain.

Will clean-up of hazardous materials be required? (See IAC Manual 3, *Acquiring Land*.)

10. Location Information

Provide directions that will enable IAC staff to find the project.

Current landowner(s) of the site (name and address) – optional.

11. Permits Required

(Check the appropriate boxes to indicate required and/or anticipated permits.)

Permits	Comments Regarding Permit Status
<input type="checkbox"/> Aquatic Lands Use Authorization (Dept. of Natural Resources)	
<input type="checkbox"/> Building Permit (City/County)	
<input type="checkbox"/> Clear and Grade Permit (City/County)	
<input type="checkbox"/> Cultural Assessment (Section 106) (CTED-OAHP)	
<input type="checkbox"/> Dredge Fill Permit (Section 10/404 or 404) (US Army Corp of Engineers)	
<input type="checkbox"/> Endangered Species Act Compliance (US Fish & Wildlife/NMFS)	
<input type="checkbox"/> Forest Practices Application (Forest & Fish) (Dept. of Natural Resources)	
<input type="checkbox"/> Health Permit (Dept. of Health/County)	
<input type="checkbox"/> Hydraulics Project Approval (HPA) (Dept. of Fish & Wildlife)	
<input type="checkbox"/> NEPA (Local or State Agencies)	
<input type="checkbox"/> SEPA (Local or State Agencies)	
<input type="checkbox"/> Shoreline Permit (City/County)	
<input type="checkbox"/> Water Quality Certification (Section 401) (County/Dept. of Ecology)	
<input type="checkbox"/> Water Rights / Well Drilling Permit (Dept. of Ecology)	
<input type="checkbox"/> Other Required Permits (identify)	
<input type="checkbox"/> None – No Permits Required	

**General permit information can be obtained at the
Dept. of Ecology's Permit Assistance Center,
800/ 917-0043, or
on the Internet at
www.ecy.wa.gov/programs/sea/pac**

12. WWRP: Authorizing Resolution

Local Agencies only--You may reproduce on your own paper; text may not change.

Organization Name _____ Resolution No. _____

Project Name(s) _____

A resolution authorizing application(s) for funding assistance for a Washington Wildlife and Recreation Program (WWRP) project to the Interagency Committee for Outdoor Recreation (IAC) as provided in Chapter 79A.15 RCW, Acquisition of Habitat Conservation and Outdoor Recreation Lands.

WHEREAS, our organization has approved a comprehensive plan that includes this project area; and

WHEREAS, under the provisions of WWRP, state funding assistance is requested to aid in financing the cost of land acquisition and/or facility development; and

WHEREAS, our organization considers it in the best public interest to complete the land acquisition and/or facility development project described in the application;

NOW, THEREFORE, BE IT RESOLVED, that:

1. The _____ [MAYOR, DIRECTOR, PRESIDENT, ETC] be authorized to make formal application to IAC for funding assistance;
2. Any fund assistance received be used for implementation of the project referenced above;
3. Our organization hereby certifies that its share of project funding is committed and will be derived from _____

_____ [SPONSOR MATCHING RESOURCES];
4. We acknowledge that we are responsible for supporting all non-cash commitments to the sponsor share should they not materialize; [*if applicable*]
5. We acknowledge that any property acquired or facility developed with IAC financial aid must be placed in use as an outdoor recreation facility and be retained in such use in perpetuity unless otherwise provided and agreed to by our organization and IAC (generally, IAC approves removing facilities from the perpetuity requirement when the facilities have reached their designed life expectancy, or because of extraordinary vandalism, acts of nature, fire, etc.);
6. This resolution becomes part of a formal application to IAC; and
7. We provided appropriate opportunity for public comment on this application.

This resolution was adopted by our organization during the meeting held:

Location _____ Date _____

Signed and approved by the following authorized representative:

Signed _____

Title _____ Date _____

Attest: _____

Approved as to form _____

Appendix A: Valuing Donations, Corrections Labor

INTRODUCTION

This section summarizes policies regarding a sponsor's donation to a project for purposes of matching an IAC grant. Not all donations described in this section apply to acquisition projects. Refer to eligible costs for elements that might be accepted as donations.

- ▶ All donations must be an integral and necessary part of an approved project.
- ▶ The maximum reimbursed by the IAC shall never exceed the cash expended on the project.
- ▶ All donations must be documented for billing purposes.
- ▶ Portions of a donation *not* used as a match may *not* be carried over to another project.
- ▶ Except for cash, all donations must be in one of the following categories.

Donated Equipment

1. Definition—The use of equipment for project purposes with no financial reimbursement.
2. Valuation must be determined by the actual cost of operating the equipment within the project area, but may not exceed the hourly rental value. Valuation rates may be established in two ways:
 - a. Through publications that provide the national or regional average rates for construction equipment, or
 - b. Through the rates set by nearby federal, state, or local agencies that own the same equipment.
3. In cases where the value of specific equipment cannot be determined by the above methods, the applicant/sponsor should seek IAC staff approval of an additional equipment classification. The request to IAC should include the equipment description, recommended hourly/daily/weekly rate, and information that supports the recommended rate.
4. Under no circumstances will IAC allow equipment donations to exceed the replacement value of the equipment.
5. Equipment shall always be valued at the most economical rate –hourly, daily, weekly, etc.
6. Equipment with a replacement value of less than \$200 may not be valued for equipment donation purposes.
7. Use of personal vehicles shall always be valued at a “per mile” cost not to exceed \$0.30 a mile. IAC staff will periodically review and adjust the mileage rate.
8. Stock shall be valued at no more than \$45/day/per animal.
9. Equipment operator services must be valued separately and listed as Donated Labor.
10. Equipment use will not be considered donated if the donor is reimbursed for routine maintenance costs such as oil changes, tune-ups, and

lubrication.

Donated Labor

1. Definitions:
 - a. Donated Labor—The services provided by a person who works for no financial reimbursement for their time.
 - b. Professionally Skilled—The services provided by a person who has obtained a professional or technical certification, completed advanced training, has made a living performing those activities, or has such extensive work experience in the activity that the sponsor can reasonably justify (and document) valuing the individual's time at a higher value.
2. Who May Provide. Donated labor may be furnished by professional and technical personnel, consultants, and other skilled and unskilled workers.
3. Unskilled Labor. In January of each year, IAC staff will set the maximum labor rate that can be used by sponsors when valuing unskilled donated labor. The rate shall be within the 25th to 75th percentile of the statewide wage for "Landscaping and Grounds-keeping Workers" as determined by the Employment Security Department (ESD). The current rate is \$11.00.
4. Skilled Labor. Volunteers professionally skilled in the work they are doing can be valued at the hourly rate (total mean wage) for that profession as determined by the ESD for the region where the work is performed. Obtain ESD wage information by calling 1-800-215-1617 or consulting www.iac.wa.gov/resourcelinks.
5. Unclassified. In the cases where the ESD does not have a job classification that is similar to the work being accomplished, the applicant/sponsor should seek IAC staff approval of an additional job classification. The request to IAC should include the job description, recommended volunteer wage, and information that supports the recommended wage.
6. Start Time. Volunteer donation time starts once the volunteer has arrived at the project site and begins work. In cases where the project is located outside the volunteer's community, the start time will begin once the volunteer leaves their home or the agency/organization work station, whichever is closer to the work site.
7. Travel Time. A volunteer's travel time is not considered a donation if the volunteer is reimbursed for mileage/transportation costs.
8. Other Employees. When an employer other than the project sponsor furnishes the labor of an employee, these services are valued at the employee's regular rate of pay (excluding fringe benefits and overhead costs). These services must be in the same skill area for which the employee is normally paid.

Donated Real Property

1. Definition—The transfer of privately owned real property to the project applicant at no cost.
2. The transfer of title to the applicant must not occur prior to the execution by the IAC of the Project Agreement, unless such action has been previously approved by the IAC under the Waiver of Retroactivity procedure.
3. The donation must consist of real property (land and improvements), which would also qualify for IAC funding. The value of any real property donation must be established by an appraisal report and appraisal review prepared under the procedures outlined in IAC Manual #3, *Acquiring Land: Policies*. Also consult Manual #3 for requirements regarding the written statement from the seller describing the donation's terms.
4. If the donation does not adjoin the tract being acquired, it must stand on its own merits as an acceptable public recreation or habitat area in order to be considered an eligible donation. The property must be within the jurisdiction of the project sponsor.
5. Donations are eligible in a project only to the extent that there are additional acquisition, development, or planning costs to be met by IAC.
6. Any portion of a real property donation not needed as part of a project's local match can be held by a non-profit land trust, organization and/or party for match in another project.

Donated Materials

1. Definition—Materials provided to the project applicant for no cost.
2. Valuation must reflect the lower of the donor's cost or current market value of the materials at the time used. Local vendors can provide these values.

Corrections Labor

Corrections labor is the work performed by a person due to a sentence passed down by the criminal justice system or through work release while incarcerated. This includes work performed by individuals while incarcerated as well as work by those performing community service in lieu of a fine or jail time.

Sponsors can value corrections labor according to IAC's donated labor policy. If workers are paid, sponsors may claim the wages as a reimbursable expense. The difference between the amount the worker is paid and the donated labor rate (as determined by IAC's donated labor policy) can be claimed as a donation.

Example: The worker is a skilled equipment operator and the sponsor provides documentation that supports a labor rate of \$22.00 an hour. If the worker is paid 35¢ an hour, the sponsor could claim 35¢ an hour as a reimbursable expense and claim \$21.65 an hour as a (non-reimbursable) donated labor match for an IAC project.

Appendix B: WWRP Habitat Categories – Additional Instructions

INTRODUCTION

In addition to the standard application materials, applicants for Washington Wildlife and Recreation Program – *Habitat Category* funding must also submit items described on pages 7 and 54. This includes the:

- ▶ Expanded Project Description, and
- ▶ Species and Communities With Special Status Table.

These items will be included in the evaluation packets along with a Project Summary, Cost Estimates, and the Site Map. To assist in preparation for the evaluation meeting, additional instructions on materials needed and expectations for evaluation are described here.

DATA SOURCES

Review the instructions for the Species and Communities with Special Status Table, page 51. To gather data for completing the Table, applicants should contact the Department of Fish and Wildlife (regarding habitat and wildlife species) and the Department of Natural Resources (regarding plants). Data request forms for these agencies are on pages 55 and 56. The data forms and/or questions concerning the status of your request must be directed to the appropriate agency. Addresses and phone numbers are on the forms. Please do not send the forms to IAC, as that will only delay receipt of the information needed to complete your Table.

PROJECT PRESENTATIONS

Presentation Format. Project presentations will be delivered to an interdisciplinary team of evaluators. Applicants will be assigned a 30-minute block of time for presentations. A maximum of 20 minutes will be allowed for the actual presentation and an additional 10 minutes will be available for questions by evaluators and to transition between presenters (setup/remove slides, equipment, etc.).

Applicants may use any combination of the following presentation formats:

- ▶ Traditional slide presentation format using two slide carousels
- ▶ Electronic format that is compatible with IAC's data viewer (e.g. PowerPoint®). Please indicate if you plan to bring your own laptop computer with your presentation pre-loaded or if you will provide a disk.
- ▶ Overheads or non-electronic formats such as mounted graphics (e.g. maps, site plans, photos, flip charts, etc.).

When you receive your presentation schedule, contact IAC immediately to indicate which format(s) you plan to use.

**WORK SITE
INFORMATION**

On your maps and graphics, clearly identify the project area and/or work site.

What is a “Work Site”? Each project is unique in geographic location, size, habitat quality and function, and value for the target species/communities. Defining a work site can be a difficult task, especially if the proposed acquisition includes multiple parcels or is part of a phased acquisition program. Applicants must clearly define their work site for evaluators in terms of ecological function and by geographic/legal description. General definitions and examples are provided below to determine how to classify your work site(s).

A Project is defined as your proposal to acquire land, protect and restore habitat, etc.

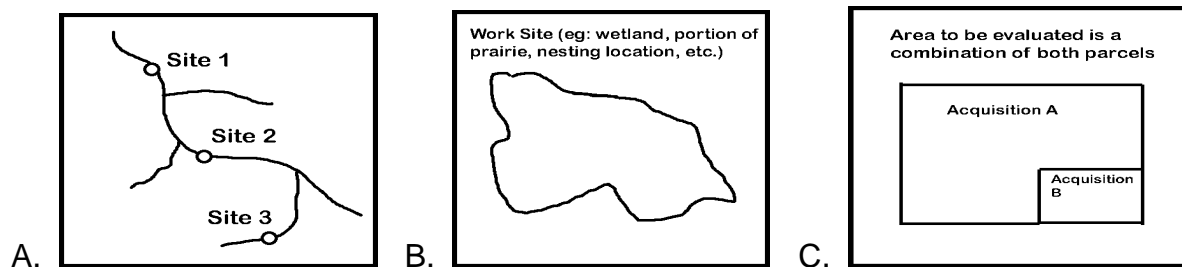
A Work Site is the geographic area or areas where ecological processes and/or biological functions support target species and communities, and which provide the best chance for successful long term viability of those species. Each project has at least one “work site” that may be included in a larger “project area”.

A Project Area is the general geographic location where the project will take place. The project area is the larger area that supports, or has the potential to support the resources to be protected. Project work sites are specific parcel(s) within the project area. For example, your *project area* may be the Lower Dungeness River, or NE Douglas County Shrub-steppe habitat, and acquisition parcels or *work sites* are identified within that geographic area.

Below are different work site examples. Your project may be different from these examples. It is important to clearly define what work sites the evaluators are being asked to evaluate and score, and to also define the larger project area.

- A. Multiple work sites may or may not be contiguous within a project area. For example, your project area may be the *Lower Snohomish* River with work sites (riparian acquisitions) at different stream reaches.
- B. If your project is a new acquisition of a very discrete property containing a rare animal species, it may not be necessary to identify a project area, but rather just identify the work site itself by name (i.e., Snoqualmie Bog).
- C. The proposal may be to acquire additional land as a phased effort to build upon a previous acquisition or existing protected area (e.g., purchasing a remaining parcel within an already established Urban Wildlife Area). In this case, the work site to be evaluated is the entire area (all phases), including the proposed new purchase.

(See examples of graphics on the following page.)



EVALUATION CRITERIA Applicants must respond to the evaluation criteria provided as a supplement to IAC Manual #10, *Washington Wildlife & Recreation Program: Policies and Project Selection*.

- ▶ *Critical Habitat Category*
- ▶ *Natural Areas Category*
- ▶ *Urban Wildlife Habitat Category*

Evaluators will use this criterion to score each project. The criteria contain elements (**bolded, CAPITALIZED**) that applicants must address in their presentation. Below each element are questions and statements to help clarify the element and guide applicants in developing their project presentation. Applicants may think of other ways to appropriately describe their project. The elements are not scored individually, rather, they are scored in the context of the project description, and so it is in the applicant's best interest to emphasize the important attributes of the project. Listed elements are in no particular order of importance.

In addition to using the criteria as a basis for the presentation, applicants may also consider using the criteria to develop the three-page expanded project description.

SPECIAL STATUS TABLE

The instructions and table for the *Species and Communities with Special Status* follow on the next two pages.

EVALUATION AND CLARITY OF INTENTIONS

NEW POLICY Proposed for Adoption February 2004

Most applicants seeking WWRP land acquisition grants identify the specific parcel(s) of land that they wish to purchase. Occasionally, however, an applicant will target an area that includes a larger number of parcels with the stated intention of acquiring only a portion of them. This is most common for state agency acquisition of habitat land. The parcels that are ultimately acquired typically depend on which landowner negotiations are successful and how far the agency can stretch the available funding. In most cases, the acquired parcels have been contiguous with one another or contiguous with existing conservation land..

When the Legislature approves WWRP project lists, some legislators want specific information about what property will be acquired. Likewise, communities near the proposed purchase (and their elected officials) sometimes want more certainty about what private land will become publicly owned and what it will cost.

Agencies acquiring land, especially for habitat purposes, have been clear that they need a certain amount of flexibility in targeting acquisitions.

In an attempt to address this issue, IAC staff has made recommendations for IAC Board consideration. Specifically, staff recommends that:

1. Grant applicants identify all parcels targeted for possible acquisition. If this is not feasible, applicants should identify a geographic envelope containing all parcels to be considered.
2. If possible, proposed parcels should be contiguous with one another or contiguous with property currently protected through public or nonprofit ownership. Parcels may be non-contiguous if applicants can demonstrate that siting the project anywhere within a geographic envelope will be effective in achieving the goals of the project.
3. Projects targeting acquisitions in more than one geographic envelope or containing non-contiguous parcels may be requested by IAC staff to be submitted as separate grant applications
4. Applicants provide an *Acquisition Strategy* in their application. The strategy should show how the agency will approach selecting parcels to pursue and what will be done if negotiations are not successful. The acquisition strategy should be justified scientifically.
5. During the evaluation of the grant proposal, evaluators may recommend that the IAC place conditions on a project to ensure there is not a significant scope change resulting from acquiring parcels with lower conservation values as identified in the *Acquisition Strategy*.
6. If the sponsor anticipates that the project may have opposition from the community or local elected officials, the sponsor should work with concerned parties to resolve concerns.

If this proposed policy is adopted by IAC's Board, applicants will be asked to provide an ***Acquisition Strategy*** for projects meeting the criteria described above.

Instructions: Species and Communities with Special Status Table

Species and Communities With Special Status Table. Complete and submit the table on page 54. This is a required part of the application. Staff will verify the information and evaluators will be given a copy of the table along with the other project materials. This table relates directly to Evaluation Question #2, Species and Communities with Special Status, with emphasis on the significance of the species. As part of the presentation, applicants must describe the significance information to evaluators for scoring.

Species, Community or Habitat Type. List each species, community, or habitat type with special status present in your project area or work site.

Occurrence. For special status animal species, indicate whether the occurrence of the species at the site is *breeding, feeding, migration, resting, perching, roosting, wintering, rearing, spawning, year-round resident, individual occurrence, or unknown*. For special status plant species, communities or habitat types, enter "N/A" in the occurrence column.

Status and Source. Indicate the status of the species and the source from which you obtained the information. Federal and state status and source information follows:

Federally Listed Species:

- Resident fish and wildlife—Endangered Species Office, Lacey (360) 753-9440
- Pacific salmon species—National Marine Fisheries Service; www.noaa.gov/

State Listed Species and Candidate Species:

- Endangered Species Section, WDFW, (360) 902-2515; www.wa.gov/wdfw/wildlife.htm

Priority Habitats and Species:

- Priority Habitat and Species Program, WDFW, (360) 902-2543; www.wa.gov/wdfw/habitat.htm

State Listed Plant Species and Communities:

- Natural Heritage Program, DNR (360) 902-1667; www.wa.gov/dnr/

IAC will provide data request forms for both state databases. If your information came from a source other than these (such as a consultant or local biologist), please indicate on your form.

Federal Status		State Status	
FE	Endangered	SE	State endangered
FT	Threatened	ST	State threatened
FP	Proposed for threatened or endangered	SS	State sensitive
FC	Candidate for listing status review	SC	Candidate for listing status review
FSC	Species of concern	PS	Priority Species, non-listed but vulnerable
		PH	Priority Habitat
		P1, P2, P3	Priority 1, Priority 2, and Priority 3 (plants)

Example Table:

Species, Community or Habitat Type	Occurrence	Status	Source
Douglas Fir/ Western Hemlock/ Swordfern Community	N/A	P 2	DNR – WNHP
Brown Pelican	foraging, resting	FE, SE	WDFW – PHS
Thompson's Clover	N/A	P 2	DNR – WNHP
Chinook Salmon	rearing	FE	NMFS; SSHIAP *
Western Pond Turtle	year-round resid't	FSC, SE	USFWS; Consultant
Riparian Area	N/A	PH	WDFW – PHS

* SSHIAP Salmon and Steelhead Habitat Inventory and Assessment Program (NW Indian Fisheries Commission /WDFW)

[illegible]



Priority Habitats and Species Map

INSTRUCTIONS

Please complete this order form to request maps that contain the location of species and habitats as outlined in the IAC Washington Wildlife and Recreation Program (WWRP) Grant Application. Return order form to:

Washington Department of Fish and Wildlife
Habitat Program, Priority Habitats and Species
600 Capitol Way North
Olympia Washington 98501-1091

or Fax to (360) 902-2946

The time it takes to fill requests is generally four weeks. Planning ahead will ensure that fish and wildlife information will be incorporated into your project. Potential requesters should closely examine their needs and limit requests to maps they are reasonably certain they can use. This will help us to meet the numerous requests in a timely fashion. A \$40 fee is charged for all requests to recover data publication costs. Fees charged to nonprofit organizations and government agencies may be partially waived. Please do not include payment; you will receive an invoice with your requested information.

For clarification of request procedures, contact the Washington Department of Fish and Wildlife at (360) 902-2543.

REQUESTER INFORMATION

Name:

Agency/Organization Name:

If consultant please identify the organization or party you represent:

Address:

City:

State:

Zip Code:

Phone Number:

Date of Request:

Requester Signature:

PROJECT INFORMATION

Project location by township, range, and section: (example: T24N R03E section 12)

Name of county project located in:

AGENCY USE ONLY

Prepared by:

Phone:

Date:

WDFW Invoice number:

ORDERING INFORMATION FROM THE WASHINGTON NATURAL HERITAGE PROGRAM WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES

The Washington Natural Heritage Program is responsible for information on the state's endangered, threatened, and sensitive plant species and high-quality ecosystems. We have begun to add information on selected groups of animals of conservation concern, such as freshwater mussels, butterflies, salamanders, and bats. This information is available in our reports along with information on rare plants and high-quality ecosystems.

The authority for protection of animal species rests with the Washington Department of Fish and Wildlife. Please contact them for more information on animals.

- Please provide the information requested below. If you have questions about the ordering process, contact Sandy Swope Moody at (360) 902-1667.
- In about two weeks, you will receive a letter with a summary of any location information available on rare species and high-quality ecosystems in your project area, and any publications requested.

Date of Request: _____

Agency: _____

Contact Person: _____

Address: _____

_____ Zip: _____

Phone: _____ Fax: _____

Use of Data: **AN IAC GRANT APPLICATION**

Database Search - Indicate Project Area by Township, Range, and Section - please include a map showing your project area boundaries:

Publications Requested - [] *Natural Heritage Plan* [] *Endangered, Threatened & Sensitive Vascular Plants of Washington - with Working Lists of Rare Non-Vascular Species*

Please Mail / Fax / E-mail Your Order To:

Sandy Swope Moody

Washington Natural Heritage Program

Department of Natural Resources

PO Box 47014

Olympia WA 98504-7016

Phone: (360) 902-1667

Fax: (360) 902-1789

E-Mail: sandra.moody@wadnr.gov

<http://www.dnr.wa.gov>

Appendix C: Post Approval Materials

Introduction

As described on page 4, after approval of funding, successful applicants must provide additional information. IAC sends a letter and checklist describing this supplemental material. Although documents must be provided within **45 days**¹ of funding approval, applicants should provide the information as soon as possible so IAC can distribute Project Agreements at the Successful Applicant Workshop(s).

Required Materials

Item: \ Project Type:	Acquisition	Development	Combined (Acq./Dev.)
Milestones	✓	✓	✓
Preliminary Title Report	✓	-	✓
Control & Tenure	-	✓	✓
Certification of Sponsor Match	✓	✓	✓

✓ = Required

1. **Milestone Worksheet:** All applicants must complete a Milestone Worksheet. Milestones are used to help manage projects, determine the project reimbursement period, and set the project completion date included in the Agreement. IAC sends this worksheet to applicants before the funding meeting.
2. **Preliminary Title Report:** Applicants purchasing land and/or receiving a land donation must submit a preliminary title report that includes:
 - a. A legal description of the subject property
 - b. A listing of the current owners, and
 - c. A listing of all encumbrances.
3. **Control and Tenure Documents:** To protect the IAC capital investment, sponsors must have adequate control and tenure of development project areas. This may be documented in several ways, including by showing fee title land ownership, a lease, use agreement, or easement. Before executing a Project Agreement, the applicant must provide IAC with:
 - a. **Applicant Owns Property.** Current title information for project property *owned by the applicant*, but not acquired with IAC assistance. This information must include:
 - ▶ Legal description
 - ▶ Deed restrictions and encumbrances
 - ▶ Documentation of current owner
 - ▶ Easements.

Be sure and explain the immediate or potential impact of any restriction, easement, or encumbrance.

¹ This policy is currently under review by the IAC Board. Final adoption is expected at the April 2004 IAC meeting.

- b. **Applicant Does Not Own Property.** Copies of applicable leases, easements, or use agreements on the area or property to be developed, *if not owned by the applicant*. Under this option:
- ▶ The lease, easement, or use agreement must extend for at least 25 years from the date of IAC project approval.
 - ▶ The lease, easement, or use agreement may not be revocable at will.
 - ▶ The sponsor must provide evidence that the proposed development and its intended uses are consistent with and legally permissible under the conditions of the lease, easement, or agreement.
4. ***Certification of Sponsor Match.*** Prior to final funding approval, applicants are asked to verify that their matching share is committed and available for use. IAC will send a letter to applicants, who may be funded, to request verification of the applicant share.